



U.S. EMBASSY PORT MORESBY
Ambassador's Small Grants Program for Women's Empowerment



Announcement and Request for Proposals

Through funding from the State Department's Full Participation Fund, the Ambassador's Small Grants Program for Women's Empowerment seeks to increase community-based organizations' capacity to improve the welfare of women and girls in Papua New Guinea, Vanuatu, and Solomon Islands.

Deadline: December 31, 2019 at 4:30 p.m. (Port Moresby local time)

Contact: Agatha Pio, Grants Officer Representative, Economic Section, econportmoresby@state.gov

Funding Instrument Type: Grant Agreement

Floor of Individual Award Amounts: USD \$2,500/PGK 6,500*

Ceiling of Individual Award Amounts: USD \$5,000/PGK 13,000 *

*The U.S. Embassy in Port Moresby reserves the right to award less or more than the funds described under such other circumstances as it may deem to be in the best interest of the U.S. Government.

Specific Program Objectives and Guidelines: Closing gender gaps benefits countries as a whole, not just women and girls. Therefore, investing in women's health and their entrepreneurial and leadership potential is smart economics. The Ambassador's Small Grants Program for Women's Empowerment aims to:

- Help women's organizations build leadership, organizational, and advocacy capacity so that they can increase their participation in building democratic development
- Provide economic empowerment and support to women entrepreneurs through financial literacy, training, and networking opportunities so that they may play a key role in their communities
- Improve the health of women and girls through increased awareness and information dissemination
- Engage men and boys in the prevention of gender-based violence
- Increase women's and girls' awareness of their rights to promote gender equality in local communities

The Ambassador's Small Grants Program for Women's Empowerment will fund specific projects by local organizations that include but are not limited to the following activities:

- Create mentoring and apprenticeship opportunities
- Improve institution building and advocacy skills within the organization
- Provide financial literacy and business management skills, as well as networking opportunities for women business owners
- Raise awareness on microfinance and other options to access capital for women entrepreneurs
- Carry out information campaigns on health issues affecting women and girls
- Address gender-based violence in a holistic way and address gender roles
- Promote gender equality by increasing awareness of human rights

The Ambassador's Small Grants Program for Women's Empowerment encourages projects that

- Promote partnerships among two or more local organizations for a common goal
- Include young women as project implementers and/or target beneficiaries
- Incorporate the use of social media
- Demonstrate innovative ways to address women's issues

Restrictions: Activities that are not funded include, but are not limited to: construction projects; purchase of land; individual travel to conferences; individual scholarships; financial support for fundraising or fund development projects; projects that are inherently political in nature or that contain the appearance of partisanship/support to an individual or single party in electoral campaigns; political party and lobbying activities; projects that support specific religious activities; projects that support commercial firms or for-profit organizations; salaries for board members and permanent staff; and alcoholic beverages and illegal substances.



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Project and Budget Periods: Grant projects should be completed in two years or less. The Public Affairs Section will entertain applications for continuation of grants funded under this program, beyond the initial budget period, on a noncompetitive basis, subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State.

Eligible Organizations: Not-for-profit, non-governmental, community-based, and civil society organizations registered in Papua New Guinea, Vanuatu, or Solomon Islands.

Additional Information: The information contained in this solicitation is binding and may not be modified by any Embassy or U.S. State Department representative. Explanatory information provided by the Embassy that contradicts this language will not be binding. A final award cannot be made until proposals have passed through the required review and approval process and funds have been allocated. The Embassy reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program evaluation requirements.

Award Notices: The grant or cooperative agreement shall be written, signed, awarded, and administered by the Grants Officer. The Grants Officer is the U.S. government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants. The assistance award agreement is the authorizing document and it will be provided to the Recipient through e-mail communication. Organizations whose applications will not be funded will also be notified through e-mail. Issuance of this Request for Proposals does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

Reporting Requirements: Grantees are required to submit two reports: a mid-term and a final report that each includes (a) a program summary and (b) a financial summary. The grantee will be given the reporting templates and the due dates for the reports. Reports must be submitted via e-mail to econportmoresby@state.gov.

How to submit your proposal: Your proposal is made up of the application form and four (4) supporting documents. Application forms are available on the Embassy's official website <http://portmoresby.usembassy.gov> or in person at the U.S. Embassy in Port Moresby, the American Corner inside the National Library in Port Moresby, or the U.S. Consular Agency in Honiara. **Please follow all instructions below carefully and submit in one of the three following methods: (1) via e-mail to econportmoresby@state.gov; (2) via fax at +675 308 2100; or (3) in person at the U.S. Embassy in Port Moresby. The deadline is Tuesday, December 31 at 4:30 p.m.** Proposals that do not meet the requirements of this announcement will not be considered.

SUPPORTING DOCUMENTS

Please include the following documents with your proposal:

1. A copy of the organization's registration
2. A copy of the organization's constitution and/or by-laws
3. A list of the committee or board members with their name, address, and phone number
4. A completed Electronic Transfer Form (Note: the organization's bank account must be able to accept U.S. dollar deposits).



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Application Form

INSTRUCTIONS:

1. Click on the blank line to type responses or handwrite answers using block print
2. Answer all questions completely
3. Supporting documents must be in English
4. Supporting documents can be copies
5. All budget items must be in U.S. dollars
6. Keep a copy of the application package for your records

***Note:** Grant applications will not be considered until all required information is received (complete application form and four supporting documents). Please address questions regarding grant applications to pdportmoresby@state.gov.*

CONTACT INFORMATION:

Name of organization: _____

Name and title of contact person: _____

Email address: _____

Main telephone number: _____

Alternate telephone number: _____

Address of organization: _____

Location of project (if different from the location of the organization): _____

ABOUT THE ORGANIZATION

1. What does the organization currently do?

2. What are the organization's goals and objectives?

3. How many people are members of the organization and/or employed by the organization?

4. What kind of activities has the organization carried out in the past?

5. How has money been raised for the past activities?



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6. What is the organization's annual budget?

7. Has the organization received financial assistance from the national government or other foreign donors in the past? If yes, please list past donors.

8. Does the organization have a connection to a religious group or organization? If so, which one?

9. Has the organization ever received financial assistance from the U.S. Government? If yes, please describe.

PROJECT DESCRIPTION

Name of the project: _____

Project coordinator: _____

Total amount requested: _____

Provide a brief summary of the project (one paragraph):

What is the problem or challenges that the project seeks to address?

What are the main objectives of the project (no more than five)?

What will be the activities of the project and when do you plan to complete them? Provide a timeline.

Please describe the steps, if any, which have been taken so far to implement the program.

Describe what will happen with the project activities after the Ambassador's Small Grants Program funding has finished.

**Project Budget in U.S. Dollars (Use: 1 U.S. Dollar = 2.5 Kina)**

Item	Unit Cost	Total	Description of how the item will be used
Grand Total		\$	

MEASURABLE RESULTS

What measurable results will your project achieve in one year? How will you measure your success at the end of the project?

Indicator	Value
<i>Example: Number of people reached by project activities that explicitly address gender-based violence?</i>	100

SIGNATURE

I declare that all the information included in this application is true to the best of my knowledge. I understand that giving false information that could lead to fraudulent use of U.S. Government funds could result in legal and law enforcement action.

Signature of Organization Director: _____

Date: _____